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UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

FPO AP 96606-5601

ForO 5354.1

14

12 JUN 1992

FORCE ORDER 5354.1

From: Commanding General
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1B
(b) MCO 5354.2C
(c) FMFPacO 5354.1

1. Purpose. To provide guidance for the implementation and management of the Marine Corps Equal Opportunity Program (EOP), information for a Marine Corps Equal Opportunity Affirmative Action Plan (AAP), and to clarify commanders' responsibilities in establishing the EOP within their commands.
2. Background. The intent of the EOP is to ensure that fairness and equal treatment are extended to both military personnel and civilian employees. AAPs must be designed to ensure equal opportunity in all areas within the limits imposed by law and applicable regulations. AAPs should be utilized as a flexible guide in orienting equal opportunity-related efforts, charting the progress made, and planning future efforts.
3. Policy. III MEF will provide equal opportunity for all military members without regard to race, color, religion, sex, age, or national origin. All Marines must recognize and understand the importance of dignity and the needs and aspirations of the individual. The achievement and maintenance of this goal are integral to the full development of esprit de corps, pride, and individual readiness, which are essential to combat readiness. It is imperative that we ensure to the fullest extent possible, that each individual Marine is given a fair and equal opportunity in performance evaluation and in personal and professional advancement. Equal opportunity must be visible and take an active role in all aspects of the program which affects an individual.
4. Action. All commanders will implement the EOP as delineated in references (a), (c) and this Order by taking action in the following areas:
 - a. Command Policy. Publish a written policy which supports the program's intent and address those activities, programs, and facilities within command responsibility.

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b. AAP. Publish and maintain a command AAP to evaluate the progress of the EOP, provide for standardized documentation, and develop or revise equal opportunity objectives. Implement affirmative actions listed in appendix D of reference (a), and as stated in reference (b), that are applicable to the command. Each affirmative action plan will include clearly detailed objectives, significant actions, steps, and result-centered milestones and goals.

c. Additional Duty Assignment. Designate an Equal Opportunity Program Officer in writing.

d. Racial Ethnic Climate

(1) Monitor all incidents which tend to promote disharmony.

(2) Initiate immediate and visible command response to any incident having racial overtones.

e. Sexual Harassment. Promote awareness that sexual harassment is a form of discrimination that undermines morale, discipline, and mission readiness and affects both women and men. Sexual harassment will not be tolerated within III MEF. Elimination of sexual harassment will be effected within the guidelines established in reference (a).

f. Military Justice. Ensure absolute fairness in the administration of justice and publish the results of judicial proceedings and nonjudicial punishment to promote a command climate of fairness and nondiscrimination.

g. Complaints

(1) Establish procedures, including Request Mast, through which discrimination and sexual harassment complaints may be received, investigated, reviewed, and resolved.

(2) Ensure that all personnel in leadership positions are receptive to complaints and that filing a complaint does not result in reprisals.

(3) Take expeditious command action on valid complaints.

h. Communication Channels/Instruction Programs. Utilize leadership training, troop information programs, command newsletters, bulletin boards, formations, welcome-aboard briefs, and the chain of command to ensure that all personnel are aware of command equal opportunity policies.

i. Training. Ensure that training in the areas of equal opportunity and prevention of sexual harassment are part of the command leadership training program.

j. Career Development/Assignment

(1) Encourage timely and ongoing career development counseling to include educational opportunities.

(2) Provide equal opportunity for assignments to key leadership billets which are career enhancing.

(3) Ensure equality of assignments to primary duty billets, work details, and transfer quotas.

k. Recognition. Apply equal standards in determining those individuals whose achievements merit recognition.

l. Reports

(1) Major reporting units (as identified in appendix A of reference (a)). Annual Affirmative Action Program reports are due to HQMC on 15 November as required by reference (a), with a copy to this CE (AC/S, G-1).

(2) Commanding Officers, 3d Surveillance Reconnaissance Intelligence Group and Headquarters and Service Company, III MEF. Assess the affirmative actions listed in reference (b) which are applicable to your command and incorporate them into your equal opportunity program. By 31 October of each year, provide information to this CE (AC/S, G-1) for the annual affirmative action update.

5. Record Disposition. Maintain the statistical information required by appendix C of reference (a) and retain on file for a period of two years.


W. R. MCPHERSON
Chief of Staff

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